

2016 CALL FOR PROJECTS & GRANT APPLICATION

**FOR THE RALEIGH CARY URBANIZED AREA'S
TRANSPORTATION FOR ELDERLY PERSONS AND PERSONS WITH
DISABILITIES FUNDING PROGRAM (SECTION 5310)**

Introduction

This application package is for the 2016 Call for Projects for the [Transportation for Elderly Persons and Persons with Disabilities Funding Program \(Section 5310\)](#). This 5310 funding application package includes information on funding availability, project eligibility, the application timeline, the application process and the project evaluation criteria, among other items.

GoRaleigh (City of Raleigh) is the Designated Recipient for 5310 funding in the Raleigh-Cary Urbanized Area. As the Designated Recipient, GoRaleigh is responsible for developing a 5310 Program Management Plan and administering a Call for Projects for the available funding. Interested applicants should review the 5310 Program Management Plan and this application package to determine if they are eligible applicants.

Funding Availability

The funding amount for FFY 2016 will be approximately \$900,000.

Project Eligibility

Section 5310 funds are available for capital and operating expenses to support the provision of transportation services to meet the specific needs of elderly persons and persons with disabilities. All projects must either be situated in the Raleigh-Cary Urbanized Area or may originate in a rural area but must have the final destination situated in an urbanized area within the region to qualify for Section 5310 Urbanized Area funds. See Figure 1 on Page 9 for a map of the Raleigh-Cary Urbanized Area.

At least 55 percent of any rural, small urbanized area, or large urbanized area's annual apportionment must be utilized for public transportation capital projects that are planned, designed, and carried out to meet the specific needs of elderly persons and persons with disabilities. It is not sufficient that elderly persons and persons with disabilities are merely included (or assumed to be included) among the people who will benefit from the project.

Eligible projects for the required 55 percent of capital projects include the capital cost of contracting for the provision of transit services for elderly persons and persons with disabilities and other specialized shared-ride transportation services. The purchase of rolling stock for or the acquisition of Americans with Disabilities Act (ADA) complementary paratransit service are eligible capital expenses that may also qualify as public transportation capital projects planned, designed, and carried out to meet the specific needs of elderly persons and persons with disabilities when public transportation is insufficient, unavailable, or inappropriate, provided the projects are carried out by eligible subrecipients and these projects are included in the area's [Coordinated Human Services Transportation Plan](#).

In addition to the above required capital projects, up to 45 percent of an area's apportionment may be utilized for additional public transportation projects that:

- a. Exceed the ADA minimum requirements,
- b. Improve access to fixed-route service and decrease reliance by persons with disabilities on ADA-complementary paratransit service, or

c. Provide alternatives to public transportation that assist elderly persons and persons with disabilities with transportation.

Such projects must be targeted toward meeting the transportation needs of elderly persons and persons with disabilities, although they may be used by the general public. It is not sufficient that elderly persons and persons with disabilities are included (or assumed to be included) among the people who will benefit from the project. The Federal Transit Administration (FTA) encourages projects that are open to the public as a means of avoiding unnecessary segregation of services.

Recipients must clearly identify the projects that are part of the required 55 percent capital projects as part of the grant activity line item narrative descriptions. Many projects may be eligible under both the required and optional criteria, but a discrete set of projects that meet the required criteria constituting at least 55 percent of the grant amount, exclusive of administrative expenses, must be identified. Alternatively, the grant application may assign less than the required 55 percent to such projects if other grants in the same fiscal year utilize more than the required 55 percent, so long as at least 55 percent of the total annual apportionment will be used for required projects. In such cases, a list of the other grants and the funding amounts must be included within the new grant application.

Traditional Capital Expenses

Funds for the Section 5310 program are available for capital expenses to support public transportation capital projects planned, designed, and carried out to meet the special needs of elderly persons and persons with disabilities when public transportation is insufficient, unavailable, or inappropriate. Examples of capital expenses that meet the 55 percent requirement, which must be carried out by an eligible recipient or subrecipient, include, but are not limited to:

- a) Rolling stock and related activities for Section 5310-funded vehicles
 - 1) Acquisition of expansion or replacement buses or vans, and related procurement, testing, inspection, and acceptance costs;
 - 2) Vehicle rehabilitation; or overhaul;
 - 3) Preventive maintenance;
 - 4) Radios and communication equipment; and;
 - 5) Vehicle wheelchair lifts, ramps, and securement devices.
- b) Passenger facilities related to Section 5310-funded vehicles
 - 1) Purchase and installation of benches, shelters and other passenger amenities.
- c) Support facilities and equipment for Section 5310-funded vehicles
 - 1) Extended warranties that do not exceed industry standard;
 - 2) Computer hardware and software;

- 3) Transit-related intelligent transportation systems (ITS);
 - 4) Dispatch systems; and
 - 5) Fare collection systems.
- d) Lease of equipment when lease is more cost effective than purchase. Note that when lease of equipment or facilities is treated as a capital expense, the recipient must establish criteria for determining cost effectiveness in accordance with FTA regulations, "Capital Leases," 49 CFR part 639 and OMB Circular A-94, which provides the necessary discount factors and formulas for applying the same;
- e) Acquisition of transportation services under a contract, lease, or other arrangement. This may include acquisition of ADA-complementary paratransit services when provided by an eligible recipient or subrecipient as defined in the 5310 Program Management Plan. Both capital and operating costs associated with contracted service are eligible capital expenses. User-side subsidies are considered one form of eligible arrangement. Funds may be requested for contracted services covering a time period of more than one year. The capital eligibility of acquisition of services as authorized in 49 U.S.C. 5310(b)(4) is limited to the Section 5310 program;
- f) Support for mobility management and coordination programs among public transportation providers and other human service agencies providing transportation. Mobility management is an eligible capital cost. Mobility management techniques may enhance transportation access for populations beyond those served by one agency or organization within a community. For example, a nonprofit agency could receive Section 5310 funding to support the administrative costs of sharing services it provides to its own clientele with other elderly persons and/or persons with disabilities and coordinate usage of vehicles with other nonprofits, but not the operating costs of service. Mobility management is intended to build coordination among existing public transportation providers and other transportation service providers with the result of expanding the availability of service. Mobility management activities may include:
- 1) The promotion, enhancement, and facilitation of access to transportation services, including the integration and coordination of services for persons with disabilities, elderly persons, and low-income individuals;
 - 2) Support for short-term management activities to plan and implement coordinated services;
 - 3) The support of state and local coordination policy bodies and councils;
 - 4) The operation of transportation brokerages to coordinate providers, funding agencies, and passengers;

- 5) The provision of coordination services, including employer-oriented transportation management organizations' and human service organizations' customer-oriented travel navigator systems and neighborhood travel coordination activities such as coordinating individualized travel training and trip planning activities for customers;
 - 6) The development and operation of one-stop transportation traveler call centers to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs; and
 - 7) Operational planning for the acquisition of intelligent transportation technologies to help plan and operate coordinated systems inclusive of geographic information systems (GIS) mapping, global positioning system technology, coordinated vehicle scheduling, dispatching and monitoring technologies, as well as technologies to track costs and billing in a coordinated system, and single smart customer payment systems. (Acquisition of technology is also eligible as a standalone capital expense).
- g) Capital activities (e.g., acquisition of rolling stock and related activities, acquisition of services, etc.) to support ADA-complementary paratransit service may qualify toward the 55 percent requirement, so long as the service is provided by an eligible recipient/subrecipient as defined in the 5310 Program Management Plan, and is included in the coordinated plan.

Section 5310(b) provides that of the amounts apportioned to states and designated recipients, not less than 55 percent shall be available for traditional Section 5310 projects—those public transportation capital projects planned, designed, and carried out to meet the specific needs of elderly persons and persons with disabilities when public transportation is insufficient, unavailable, or inappropriate. Notably, this 55 percent is a floor, not a ceiling—recipients may use more than 55 percent of their apportionment for the types of project listed above. For example, mobility management and ITS projects may be eligible under both categories; the difference to note, in order for the project to qualify toward the 55 percent requirement, is that the project must meet the definition of a capital project, be specifically geared toward the target population, and carried out by an eligible subrecipient, which is limited for this category of projects. The list of eligible activities is intended to be illustrative, not exhaustive. FTA encourages recipients to develop innovative solutions to meet the needs of elderly persons and persons with disabilities in their communities and discuss proposed projects with FTA regional staff to confirm eligibility.

Other Eligible Capital and Operating Expenses

Up to 45 percent of 5310 funds may be used for operating expenses that provide transportation services that exceed the requirements of the ADA or improve access to fixed route services and decrease reliance by persons with disabilities on ADA complementary transit service.¹

- a) Public transportation projects (capital only) planned, designed, and carried out to meet the special needs of elderly persons and persons with disabilities when public transportation is insufficient, inappropriate, or unavailable;
- b) Public transportation projects (capital and operating) that exceed the requirements of ADA;
- c) Public transportation projects (capital and operating) that improve access to fixed route service and decrease reliance by persons with disabilities on ADA-complementary paratransit service; or;
- d) Alternatives to public transportation (capital and operating) that assist elderly persons and persons with disabilities with transportation.

Projects that Exceed the Requirements of the ADA (previously Section 5317 Program)

The following activities are examples of eligible projects meeting the definition of public transportation service that is beyond the ADA or former Section 5317 projects.

- a) Enhancing paratransit beyond minimum requirements of the ADA. ADA-complementary paratransit services can be eligible under the Section 5310 program in several ways:
 - 1) Expansion of paratransit service parameters beyond the three-fourths mile required by the ADA;
 - 2) Expansion of current hours of operation for ADA paratransit services that are beyond those provided on the fixed-route services;
 - 3) The incremental cost of providing same-day service;
 - 4) The incremental cost (if any) of making door-to-door service available to all eligible ADA paratransit riders, but not on a case-by-case basis for individual riders in an otherwise curb-to-curb system;
 - 5) Enhancement of the level of service by providing escorts or assisting riders through the door of their destination;
 - 6) Acquisition of vehicles and equipment designed to accommodate mobility aids that exceed the dimensions and weight ratings established for wheelchairs under the ADA regulations, 49 CFR part 38 (i.e., larger than 30" × 48" and/or weighing more than 600 pounds), and labor costs of aides to help drivers assist passengers with oversized wheelchairs. This would permit the acquisition of lifts with a larger capacity, as well as modifications to lifts with a 600-pound design load, and the

¹ Further information regarding eligible activities can be found on [FTA Circular 9070.1G](#), Chapter III, Sections 13. – 15.

acquisition of heavier duty vehicles for paratransit and/or demand-response service in order to accommodate lifts with a heavier design load; and

- 7) Installation of additional securement locations in public buses beyond what is required by the ADA.
- b) Feeder services. Accessible “feeder” service (transit service that provides access) to commuter rail, commuter bus, intercity rail, and intercity bus stations, for which complementary paratransit service is not required under the ADA.

Public Transportation Projects that Improve Accessibility

The following activities are examples of eligible projects that improve accessibility to the fixed-route system.

- a) Making accessibility improvements to transit and intermodal stations not designated as key stations. Improvements for accessibility at existing transportation facilities that are not designated as key stations established under 49 CFR 37.47, 37.51, or 37.53, and that are not required under 49 CFR 37.43 as part of an alteration or renovation to an existing station, so long as the projects are clearly intended to remove barriers that would otherwise have remained. Section 5310 funds are eligible to be used for accessibility enhancements that remove barriers to persons with disabilities so they may access greater portions of public transportation systems, such as fixed-route bus service, commuter rail, light rail, and rapid rail. This may include:
 - 1) Building an accessible path to a bus stop that is currently inaccessible, including curbcuts, sidewalks, accessible pedestrian signals, or other accessible features;
 - 2) Adding an elevator or ramps, detectable warnings, or other accessibility improvements to a non-key station that are not otherwise required under the ADA;
 - 3) Improving signage or wayfinding technology; or
 - 4) Implementation of other technology improvements that enhance accessibility for people with disabilities including ITS.
 - 5) Travel training. Training programs for individual users on awareness, knowledge, and skills of public and alternative transportation options available in their communities. This includes travel instruction and travel training services.

Public Transportation Projects that Assist Elderly persons and Persons with disabilities with Transportation

The following activities are examples of projects that are eligible public transportation alternatives.

- a) Purchasing vehicles to support accessible taxi, ride-sharing, and/or vanpooling programs. Section 5310 funds can be used to purchase and operate accessible vehicles for use in taxi, ride-sharing, and/or vanpool programs provided that the vehicle meets the same requirements for lifts, ramps, and securement systems specified in 49 CFR part 38, subpart B, at a minimum, and permits a passenger whose wheelchair can be accommodated pursuant to part 38 to remain in his/her personal mobility device inside the vehicle.

- b) Supporting the administration and expenses related to voucher programs for transportation services offered by human service providers. This activity is intended to support and supplement existing transportation services by expanding the number of providers available or the number of passengers receiving transportation services. Vouchers can be used as an administrative mechanism for payment of alternative transportation services to supplement available public transportation. The Section 5310 program can provide vouchers to elderly persons and persons with disabilities to purchase rides, including: (a) mileage reimbursement as part of a volunteer driver program; (b) a taxi trip; or (c) trips provided by a human service agency. Providers of transportation can then submit the voucher for reimbursement to the recipient for payment based on predetermined rates or contractual arrangements. Transit passes or vouchers for use on existing fixed-route or ADA complementary paratransit service are not eligible. Vouchers are an operational expense which requires a 50/50 (federal/local) match.
- c) Supporting volunteer driver and aide programs. Volunteer driver programs are eligible and include support for costs associated with the administration, management of driver recruitment, safety, background checks, scheduling, coordination with passengers, other related support functions, mileage reimbursement, and insurance associated with volunteer driver programs. The costs of enhancements to increase capacity of volunteer driver programs are also eligible. FTA encourages communities to offer consideration for utilizing all available funding resources as an integrated part of the design and delivery of any volunteer driver/aide program.

Map of Urbanized Area

Potential applicants must propose services that are either within the Raleigh-Cary Urbanized Area or provide connecting service to the Raleigh-Cary Urbanized Area as shown in Figure 1 below. Interested applicants not meeting that geographic requirement might qualify for NCDOT 5310 funding available for small urban and rural areas.

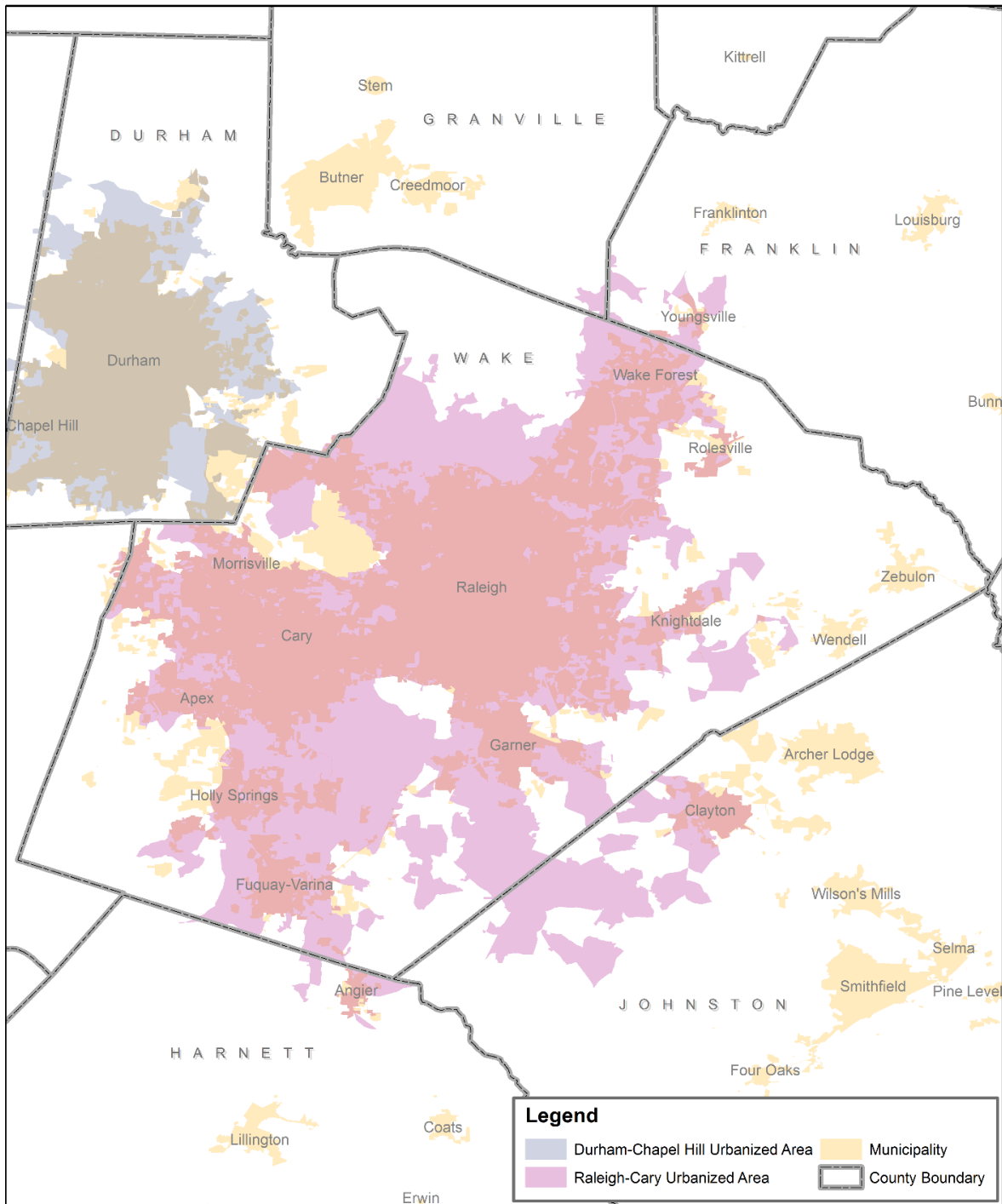


Figure 1 Map of Raleigh-Cary Urbanized Area

Application Process

Completed applications (Parts I-III of the 5310 Funding Program Application) should be submitted to the GoRaleigh contact information below. Mailed applications must be received at the address provided by the April 20 deadline. Mailed applications should be delivered in an electronic format on a CD or flash drive. **Applications emailed as an attachment are preferred.**

David Eatman, Transit Administrator

222 West Hargett Street

Raleigh, NC 27601

or

goraleigh@raleighnc.gov

Applications can be completed either as a Microsoft Word Document or a scanned PDF.

Application Submission

The 5310 Call for Projects and project selection will adhere to the following schedule:

2016 Application and Project Selection Schedule

March 23: First day to submit application for 5310 funds

April 5: Grant application workshop

April 6: Grant application webinar

April 20: Last day to submit application for 5310 funds

Early May: Third party application review

Mid-late May: Applicants notified of results

After a project application has been selected for funding, GoRaleigh will coordinate with the project applicant to submit the necessary FTA documentation.

Project Evaluation Criteria

FTA allows but does not require the use of selection criteria for awarding 5310 funding. Selection criteria were developed to guide application review and project selection. The following criteria were developed and are consistent with GoRaleigh's past JARC/New Freedom Program Management Plan (2008), Wake County's Coordinated Plan (2013), and GoRaleigh's adopted 5310 Program Management Plan (2015), and FTA's 5310 guidance. The criteria align closely with the 'Part II – Project Narrative' section of the application.

A. Statement of Needs (20 points)

Project applications should clearly state the need for the project and demonstrate how the project is consistent with the objectives of the grant program. The project application should indicate how the project will enhance transportation for the urbanized area's elderly and disabled populations, as well as, the connection between the project and the Coordinated Plan should be clearly described in the application.

B. Project Planning and Implementation (20 points)

For all projects, applicants must provide a well-defined service operations plan and/or capital procurement plan, and describe the implementation steps and timelines for carrying out the plan. The applicant's plan should include coordination, eligibility determination, marketing and service delivery details.

C. Project Budget and Grants Management (15 points)

Applicants must submit a complete project budget, indicating anticipated project expenditures and revenues, including documentation of matching funds. The application should address long-term efforts and identify potential funding sources for sustaining the service beyond the grant period.

D. Program Effectiveness and Evaluation (20 points)

The project will be scored based on the applicant's identification of clear, measurable outcome-based performance measures, including customer satisfaction, to track the effectiveness of the service. The applicant should monitor and evaluate the service throughout the period of performance.

E. Organizational Preparedness and Technical Capacity (25 points)

Projects should be a good fit in the applicant's organization. The applicant must demonstrate that it has staff with the technical experience to manage or operate a transportation service, such as correct levels of insurance for operations. In addition, the applicant must show that they are prepared to monitor and provide safe services.

Scoring Criteria

Project Evaluation Criteria	Possible Points
Project Needs	20
Is the project consistent with the 5310 grant program's objectives?	0 or 5
To what degree will the project increase or enhance the availability of transportation for the Raleigh-Cary Urbanized Area's elderly and disabled populations?	0 – 5
Does the project address a need identified in the Coordinated Plan?	0 or 5
Does the project provide a service that otherwise would not be available?	0 or 5
Project Planning and Implementation	20
Does the project include coordination and/or partnerships with transportation providers or other relevant stakeholders?	0 or 5
Is the project timeline realistic?	0 or 5
To what extent does the applicant include plans to market to the target group and promote public awareness of their project?	0 - 5
Is there evidence the applicant has done all the necessary planning and is ready to begin the project upon being funded?	0 - 5
Project Budget	15
Were all the necessary budgets completed and submitted?	0 or 5
Are the certified local match sources for the project also listed in the budget as matching funds?	0 or 5
How does the agency propose to continue commitment to the life of the project beyond the availability of the requested grant resources?	0 - 5
Program Effectiveness and Evaluation	20
Did the applicant mention collecting data and/or documenting the delivery and utilization of services?	0 or 10
Does the applicant propose monitoring measurable indicators of success?	0 or 10
Organizational Preparedness	25
How closely does the proposed project align with the organization's mission and objectives?	0 - 5
How experienced is the applicant staff in managing transportation projects and/or operating passenger transportation?	0 - 5
How experienced is the agency with financial responsibilities such as, quarterly reporting, annual audits, and/or other forms of financial reporting?	0 - 10
Does the applicant propose training, vehicle maintenance, inspection or monitoring to manage risk and to provide safe services?	0 - 5
Total Score	0-100

5310 Funding Program Application

Please complete Parts I-III of the 5310 Funding Program Application. Return the completed application to GoRaleigh as noted in the Application Process section.

Part I – Funding Request

Applicant Information

Organization Name: _____

Contact Person: _____

Address: _____

City, State, Zip: _____

Telephone: _____ Fax: _____

Email: _____ Website: _____

Project Description

Title: _____

Brief Description: _____

Project Type: _____ Traditional _____ Other

Service days/hours (if applicable): _____

Estimated Cost per One-Way Trip (if applicable): _____

Estimated Daily Riders per Weekday/Weekend (if applicable): _____

Part II – Project Narrative

Please complete the Project Narrative questions below for your application. These questions closely align with the Project Selection Criteria included in the 5310 Program Management Plan and 5310 Application Package.

Expanded Project Description

Please use this space to expand on your project description beyond the brief description provided in Part I of the application if needed.

Project Needs

How is the proposed project consistent with eligible 5310 program activities and objectives of the 5310 funding program?

Describe how the project will increase or enhance the availability of transportation for the elderly and disabled populations in the Raleigh-Cary Urbanized Area.

What need(s) does the project address in the [Coordinated Human Services Transportation Plan](#)? Please provide the page number(s) in the [Coordinated Human Services Transportation Plan](#).

Does the project provide a service or investment that otherwise would not be available? If so, please explain.

Project Planning and Implementation

Describe how the proposed project might coordinate or link with other transportation providers or transportation stakeholders.

Describe the project timeline and project lifespan.

Please note how you plan to market your proposed project. If an existing service, note how your service is currently marketed.

When could your project begin upon receiving funding? Describe the process your organization would take to implement the project.

Project Budget

In addition to filling out the Proposed Project Budget, note any plans for continued investment and/or maintenance for the proposed project after the 5310 funds are spent.

Program Effectiveness and Evaluation

How does your organization plan to collect information to monitor quality control and customer satisfaction related to implementing the proposed project? Include in your description any measurable indicators you propose to use.

Organizational Preparedness

Describe how your proposed project aligns with the overarching mission of your organization.

Describe the staffing plan for this project. Who would be the primary staff person responsible for managing the grant? What other staff would be involved? Describe any relevant past experience these staff have in working on the type of project proposed.

Please note any experience your organization has as an existing grantee of 5310 funds, or similar fund administration, as well as experience with financial reporting such as quarterly reports, annual audits and/or other forms of financial reporting.

Describe any training, maintenance, inspections and/or service monitoring you plan to do focused on managing risk and providing safe services.

Part III – Proposed Project Budget

Project Funding

Local matching funds are required for all application submittals. For projects requiring operating funds the required match is 50% from non-federal transportation funds. For capital projects the required match is 20%+ from non-federal transportation funds. Some potential capital match exceptions are noted in the FTA guidance and the GoRaleigh 5310 Program Management Plan.

Total Project Budget	\$ _____	
Capital Federal Share	\$ _____	_____ %
Capital Local Match	\$ _____	_____ %
Operating Federal Share	\$ _____	_____ %
Operating Local Match	\$ _____	_____ %

Local Match Fund Source: _____

Note: The applicant must demonstrate a commitment to provide local funds and provide appropriate documentation. Documentation may be in the form of a letter or other supporting documentation noting where funds will be drawn from.